



# City of Lemon Grove

Invites Applications for:

## **PUBLIC WORKS DIRECTOR**

**\$8,474.80 - \$10,823.48 per month**

---

### **THE POSITION:**

Under general direction of the City Manager, the **Public Works Director** plans, organizes, and directs the design, construction, maintenance and operations of the City's street, drainage, and sanitation infrastructure, various engineering programs, subdivision map and improvement plans examination, storm water protection program, transportation program; and participates as a member of the City's management team.

Primary duties and responsibilities include, but are not limited to:

- Assume full management responsibility for all Public Works Department services and activities including engineering, the maintenance of streets, parks, fleet maintenance, traffic engineering and safety and wastewater and storm drainage systems maintenance; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate.
- Direct the preparation, presentation, implementation, and maintenance of the City's Capital Improvement Program; oversee the design and construction of capital improvements projects; direct the preparation of maps, plans specifications, construction administration, contract documents and cost estimates of proposed projects; supervise and perform construction bid, and operation reviews.
- Represent the City and Public Works Department to other Departments, elected officials, outside agencies, and various local and regional committees and professional organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence; stay abreast of new trends and innovations in the field of Public Works administration.

- Perform related duties as required.

### **MINIMUM QUALIFICATIONS:**

This position requires a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field; at least five (5) years' experience managing public works projects and supervising construction, maintenance, professional, technical and administrative staff; and a valid Class C California driver's license. A Master's degree in Public Administration or Civil Engineering is desirable.

The ideal candidate will be able to: develop and implement comprehensive plans to satisfy the City's immediate and future needs for public works.

### **COMPENSATION & BENEFITS:**

- **\$101,697.57 - \$129,881.70 per year, DOQ;**
- 4-Day work-week (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Eleven (11) holidays, plus one (1) floating holiday;
- Twelve (12) sick days per year;
- 25 hours of Executive Leave at the start of each fiscal year;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The City provides employees with a \$750 monthly contribution for medical, dental, and vision insurance for themselves and their dependents; and
- Other Benefits – 457 deferred compensation plan. Employee Assistance Program (EAP) and direct deposit are also available.

### **WORKING CONDITIONS**

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

### **CLOSING DATE/APPLICATION PROCEDURE:**

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by 5:00 p.m., Monday, May 2, 2022. Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. A tentative schedule of the selection process is:

- May 5, 2022 – Selected applicants will be notified to interview.
- May 19, 2022 – Panel interview with practical written exercise and/or oral presentation.
- May 24, 2022 – Second panel interview (if needed).
- Through the week of May 30<sup>h</sup> – Background (Reference) Check & Medical Examination.
- June 29<sup>th</sup> – First available start date.

A City application is available on the City's Website: [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov).

**Note:** Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov) or at 619-825-3848.

03/22/22

The City of Lemon Grove is an EEO/AA/ADA employer.  
The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.